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9 November 1984

1. Overseas Security

On 1 November, the Director of Security, the DC/PSD and the C/OSSB attended a meeting at the <u>State Department</u> of the Overseas Security Policy Group. [   ] advised staff   25X1
meeting attendees that the latest Beirut bombing incident has motivated the State Department to take a closer look at the physical security of its overseas installations. The Secretary of State is now briefed daily on the program to upgrade their embassies <u>overseas by the</u> State Department's Director of Security. [   ]   25X1

2. DDA Quarterly

The DDA's Quarterly Review of the Office of Security was held on Wednesday, 7 November. This review was programmed with an emphasis on PSI. The DDA was provided with a status report on the Clearance Division and Field Offices' accomplishments, an update on Office automation, the SORT Program and the Office's security awareness briefing program. There were also presentations by [   ] Resident Agent on his area of   25X1
responsibility and by a Security Education Group representative
on the conduct of the new agents class. [   ] advised   25X1
that the DDA was extremely pleased with the Office's
presentation and noted that the next Quarterly Review will
focus on PTAS. [   ]   25X1

3. Overseas Travel

C/Ops/PTAS and C/ISSG will be addressing an Information Security Systems Group Conference of overseas support and
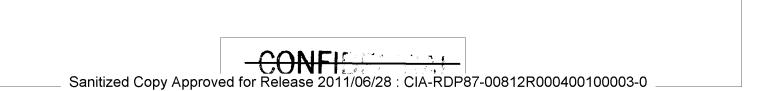
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security officers in [   ] next week. CRAFT installations   25X1
overseas will be among the topics covered during the Conference.

                                                                         25X1

4. New Headquarters Building Annex

On 6 November, senior Office managers attended a planning
meeting for the new Headquarters Building (NOB). Office
equipment and positioning of personnel were among the topics
covered during the session with the building architect. Most
of the Office of Security is expected to be located on the
fourth floor; however, the Technical Security Division will be
housed on the first floor. [   ]   25X1

5. Security Awareness Briefing Program

The Security Education Group recently completed thirteen
security awareness briefing sessions with Office of Personnel
employees. Component level security awareness briefings for
the Office of SIGINT Operations began on 5 November and are
expected to be concluded by the end of November. These
briefings, tailored to the specific needs of the host
component, cover topics dealing with personnel and physical
security policies and problems, employee outside activity
reporting requirements and the threat posed by hostile
intelligence services. [   ]   25X1

6.
                                                                         25X1

7. Security Protective Officers

On 5 December, [   ] of the [   ] newly hired   25X1
Security Protective Officers will begin eight weeks of
intensive training at the Federal Law Enforcement Training
Center (FLETC) in Glynco, Georgia. The remaining officers are

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being used as security escorts or in interior building
assignments. _____   25X1

8. CIA Polygraph School

   On 3 November, the CIA Polygraph School received a formal
certificate of accreditation awarded by the American Polygraph
Association. _____   25X1

9. DDA Weekly Log

   _____ reinforced the need for Office managers to be   25X1
more alert and attentative to the quality of their submissions
for input into the DDA Weekly Log. More emphasis should be
placed on quality items with the appropriate details, including
when and where and why. Suggested items include pertinent data
on trips of personnel and progress reports on group and
committee activities. _____   25X1

10. Personnel Reporting Requirement

   _____ reminded staff meeting attendees of the   25X1
continued requirement to report and investigate the unexplained
absence of any Agency employee who has not reported to work or
called his/her office within two hours of his/her scheduled
reporting time. A recent incident involving a missing employee
and not reported until the next day has highlighted the need
for the adherence to this important requirement. _____   25X1

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